



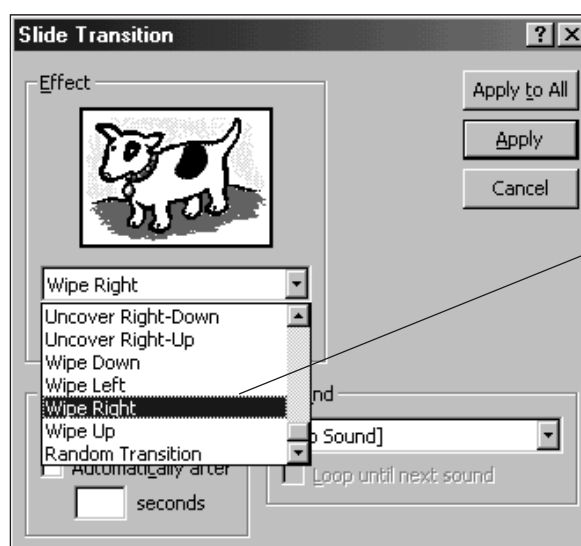


Adding Transitions

Transitions determine how one slide is removed from the screen and the next slide appears. **PowerPoint** has a number of built-in transitions to choose from.

1. Open the slide show you want to work with.
2. Click the **Slide Sorter**  view button.
3. Click to select the slide you want to add a transition to.
4. Click the **Transition**  button, and the **Slide Transition** dialog box appears.

5. A preview area appears above the pull-down list of possible transitions. Click to select a transition and then click inside the preview area to view the transition's effect.



6. Click **Slow**, **Medium**, or **Fast** to select the speed for your transition.
7. To add a sound to your transition, click and pull down the list of possible sounds. Highlight the name of the sound you want to use. If you want the sound to continue playing until a slide with a new sound is displayed, click inside the **Loop until next sound** box.

8. Once you have made your selection, click the **Apply** button to attach the transition to the slide you are working with. Click the **Apply All** button to apply the transition to every slide in your presentation.

